

Steering Committee Meeting Minutes
April 27, 2018 · 12:00 – 3:30 pm
San José City College Technology Building
600 S. Bascom Ave., Room T112, San Jose, CA 95128

Purpose: As the South Bay Consortium Steering Committee members represent individual districts and as a region plan, develop, recommend and implement adult educational programs aligned with AB104 legislation.

Guiding Principles

- Focus on the needs of adult education students first • Embrace collaboration and partnership to have a positive collective impact on our region
- Work with transparency and inclusion with all stakeholders • Seek other community partnerships and connections to leverage resources and achieve better outcomes • Explore expansion and innovation in adult education services in the region • Commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region

Meeting Norms

- Meetings start on time • Members come prepared • Decision making is by consensus • Presume good intentions • Focus on issues, not people • Impact on students most important • One person speak at a time • All members are given opportunity to be heard

SBCAE District	Member	Alternate	SBCAE District	Member	Alternate	Faculty
Campbell Adult & Community Education (CACE)	Usha Narayanan	Burr Guthrie	East Side Adult Education	Richard Uribe, AS Co-Chair	Kathy Frye	David Grant Santa Clara Adult Education
Milpitas Adult Education	Greg Barnes	Giuliana Brahim	Santa Clara Adult Education	Brenda Carrillo	Christine Berdiansky	Phil Crawford San José City College
Silicon Valley Adult Education	Gloria Curd	Norma Martinez	Mission College	Brian Miller	Rob Gamble	
San José Evergreen CCD	Kishan Vujjeni, CC Co-Chair		West Valley College	Mae Conroy		
San José Evergreen CCD	William Watson	Lynette Gray	Guests:			

12:00	Working lunch		All		
12:30	1) Call to Order The meeting was called to order at 12:33pm.		Co-Chair		ACTION
12:35	2) Approval of Agenda Greg Barnes made a motion to approve the agenda as amended; motion was seconded and approved unanimously. Add to agenda: Mae would like to discuss ESL classes and community- based organizations. Add to next agenda-AWD item Add standing item called Agenda Development.		All		ACTION
12:40	3) Announcements CFAD allocation for 18-19 uploaded to NOVA and needs to be accepted by all members. Gloria is leaving as of June 30. State – assembly budget committee - more money in the pipeline. Signs are good including immigrant integration. Will be in the May revision or in June. More focus on the Immigrant Integration project and have more money and decide how to reallocate. State Chancellor’s office did not award innovation grant.		All		INFORMATION

	<p>CEM is hosting the PG&E Power Pathways program at EVC. Lynette will ensure SC gets course info. Assembly member Chu asked if funds are needed for the Immigrant Integration project. He is very supportive of adult ed and asked for a letter from the consortium. Reentry network representation. Natalie shared that she successfully completed testing at West Valley. Usha asked for extension on WIOA.</p>		
12:55	<p>4) Approval of March 16 Steering Committee Meeting Minutes</p> <p>Brenda Carrillo made a motion to approve the March 16 Steering Committee meeting minutes; the motion was seconded and carried unanimously.</p>	All	ACTION
1:00	<p>5) Human Centered Design (HCD): May 11 PD Day, SVAE</p> <p>They want first morning portion to be interactive/group work. Agenda may change based on seating arrangement.</p> <p>a) Need head count by 5/1 – send type of staff/faculty-subject area. Bob will work with Virginia. 9am-3pm (8:30am breakfast) co-chairs will send out language for staff invitation.</p> <p>b) Select HCD Team to be Trained – thru West Ed. Start first or second week of May-second week of June. Invited to go thru training. Monday is the first training/webinar of this process. Need 6-8 people to participate from SBCAE. Commitment is 5-7 hours/week and have meetings w/members. Will become trainer of trainers.</p> <p>Participants: SC-Norma, Giuliana, Kathy, Burr, Gloria, Mae, Faculty-David, T.S. – Patti, Gina R. Sonya E., Classified – Esmeralda, (Christina Shell), Jaime. David will ask Cons. Council.</p>	Bob, Kishan, Rich	INFORMATION
1:30	<p>6) Revised Calendar – Retreat, June 12</p> <p>Mae will not be available, so possibly meet the week before with Bob (and Shana). Will draft fall calendar by 5/25 SC meeting.</p> <p>Kishan will email work group co-chairs to ask May 18 WG meeting.</p> <p>With no objection the Steering Committee approved the June 12 Steering Committee retreat.</p>	Bob, Rich, Kishan	ACTION
1:45	<p>7) Proposed Timeline and Plan Activities for 3-Year Plan</p> <p>Will need more people to help with the regional planning. Expand work groups on June 12 to include apprenticeships. Focus groups will be where students will generate themes which will be prompts. Surveys will be the vehicle to begin the process. Have themes ready by August.</p> <p>Greg will work with Bob next week to create the survey.</p>	Bob	ACTION

	<p>Student ambassadors to lead the focus groups. Suggested to do the survey on May 11. There will be an additional row added named Policy Makers. Should include local assembly members and staffers in consortium communication regularly. With no objection the Steering Committee approves to proceed with the proposed timeline and planning activities for the 3-year plan.</p>		
<p>2:05</p>	<p>8) Marketing Update a) CTE Portal Progress/Career Pathway Design Use Google docs to edit. Need more time for deadline to get information from each school. Will email link with instructions. Moved deadline to May 16. b) Concepts for Next Media Campaign New campaign is called Go Places. Their marketing team will revisit the name. https://global.gotomeeting.com/join/168194589 United States: +1 (646) 749-3122 · Access Code: 168-194-589</p>	<p>Full Capacity Marketing</p>	<p>INFORMATION</p>
<p>2:35</p>	<p>9) Data Sharing and Services Agreements (DSSAs) Need each member to sign their MOU.</p>	<p>Bob</p>	<p>INFORMATION</p>
<p>2:50</p>	<p>10) HISET Test Fee a) Quantity Estimate Needed for Purchase for 2018-19 David discussed test fees. Adult schools pick up the cost of tests for students. ESAE only does GED. How can fees, test schedules, etc., be standardized between adult schools? Should a subcommittee take this on? At this point it would be up to individual adult schools if they will pay for it. If consortium wide push then it will be in the new three-year plan. David, Christine, Norma, Kishan, Giuliana for subcommittee. Rich will take the lead in forming the subcommittee.</p>	<p>David, Bob</p>	<p>INFORMATION</p>
	<p>Add item 11) ESL Classes – Discuss now and add to next agenda. ESL classes at Pars. Noncredit and basic skills English classes with adult school content. Ask is to do a summer model program at their site then screen the students to suggest where they go after for assessment. West Valley would like to partner with SVAE to co-teach these classes. Invite TSs to do presentations, call it SBCAE class, etc. (Pilot) Mae and Gloria will discuss and bring back report on this. Put process/criteria of this on the next agenda.</p>	<p>Mae</p>	<p>INFORMATION</p>
<p>3:30</p>	<p>11) Adjournment The meeting was adjourned at 3:28pm.</p>	<p>Co-Chair</p>	<p>ACTION</p>